



# Department of Early Education and Care

THE COMMONWEALTH OF MASSACHUSETTS

## Family, Small Group, Large Group and School Age Child Care Licensing

### **POLICY STATEMENT: Orientation to Early Education and Care**

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EEC regulations require the licensee to provide an orientation to its program for all educators it employs. [See 606 CMR 7.09(15)(d) for family child care educators, and 606 CMR 7.09(17)(a) for small or large group and school age child care programs]. In addition to the orientation to the individual program, EEC regulations require that: “*All educators must attend an orientation to early education and care approved by the Department*” [See 606 CMR 7.09(9)]. This policy specifies the activities required to comply with 606 CMR 7.09(9).

#### **Family Child Care**

1. Applicants for licensure in family child care or for *certification as an assistant* must attend a five-hour, in-person orientation to family child care delivered by an EEC-approved trainer within one year prior to application for licensure or certification. (This training is approved for 5 EEC Professional Development hours or .5 CEUs.)
2. Applicants for a license to serve 7 – 10 children in family child care or for *certification as an assistant to serve 7 – 10 children* must complete the on-line training “Maintaining Quality While Expanding Your Capacity”, posted on EEC’s website at <http://www.mass.gov/edu/docs/eec/20101015-fcc-expansion-training.ppt> before receiving a capacity increase. (This training is approved for 2 EEC Professional Development hours.)
3. Regular assistants in family child care must complete the on-line training entitled “An Introduction to Early Education and Care in Massachusetts”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/regs\\_policies/FCCAssistOrient/FCCAssistantOrient.htm](http://www.eec.state.ma.us/docs1/regs_policies/FCCAssistOrient/FCCAssistantOrient.htm), prior to approval as a regular family child care assistant. (This training is approved for 2 EEC Professional Development hours.)
4. All educators first licensed, certified or approved following promulgation of this policy must complete the on-line training “Reducing the Risk of SIDS in Child Care” posted on EEC’s website at [http://www.eec.state.ma.us/docs1/Workforce\\_Dev/SIDS%20revised%20self-study.pps](http://www.eec.state.ma.us/docs1/Workforce_Dev/SIDS%20revised%20self-study.pps) prior to licensure, certification or approval as an assistant. Educators

licensed, certified or approved before promulgation of this policy must complete the training by January 15, 2013. (This training is approved for 1 EEC Professional Development hour.)

5. All educators must complete the on-line transportation training entitled “Look Before You Lock”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/Workforce\\_Dev/20120502-look-before-lock.pps](http://www.eec.state.ma.us/docs1/Workforce_Dev/20120502-look-before-lock.pps) within 60 days of licensure, certification or approval, or by January 15, 2013; whichever is later. (This training is approved for 1 EEC Professional Development hour.)
6. Educators who administer prescription or non-prescription medication to a child must complete the on-line training entitled “Medication Administration: The Five Rights”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/regs\\_policies/FiveRightsMedAdmin/The5RightsofMedicationAdminis.htm](http://www.eec.state.ma.us/docs1/regs_policies/FiveRightsMedAdmin/The5RightsofMedicationAdminis.htm) before administering any medication to a child. All educators, including those who do not administer medications, must receive training within 60 days of hire in recognizing the common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program. Training in recognizing common side effects and adverse interactions can be achieved by completing the on-line training listed above. (This training is approved for 1 EEC Professional Development hour.)
7. Family child care licensees and certified assistants first licensed or certified after August, 2010, must complete Module Two of the Family Child Care Orientation within their first six months of licensure or certification. (Note: Any family child care licensee or assistant who completes Orientation Module Two will receive 5 EEC Professional Development Hours or .5 CEUs regardless of his/her date of first licensure.)

### **Group and School Age Child Care**

1. Educators in small and large group and school age child care programs must complete the on-line training entitled “An Introduction to Early Education and Care in Massachusetts”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/regs\\_policies/IntroEarlyEd/IntroductiontoEarlyEducationa.htm](http://www.eec.state.ma.us/docs1/regs_policies/IntroEarlyEd/IntroductiontoEarlyEducationa.htm) within sixty days of hire. (Note: Any educator who completes this training will receive 2 EEC Professional Development Hours regardless of his/her date of hire.)
2. All educators must complete the on-line transportation training entitled “Look Before You Lock”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/Workforce\\_Dev/20120502-look-before-lock.pps](http://www.eec.state.ma.us/docs1/Workforce_Dev/20120502-look-before-lock.pps)

(Workforce and Professional Development /Training and Orientation resources / Transportation Safety Training) within sixty days of hire, or by January 15, 2013. (This training is approved for 1 EEC Professional Development hour.)

3. All educators first caring for infants after promulgation of this policy must complete the on-line training “Reducing the Risk of SIDS in Child Care” posted on EEC’s website at [http://www.eec.state.ma.us/docs1/Workforce\\_Dev/SIDS%20revised%20self-study.pps](http://www.eec.state.ma.us/docs1/Workforce_Dev/SIDS%20revised%20self-study.pps) prior to caring for infants. Educators caring for infants before promulgation of this policy must complete the training by January 15, 2013. (This training is approved for 1 EEC Professional Development hour.)
4. Educators who administer prescription or non-prescription medication to a child must complete the on-line training entitled “Medication Administration: The Five Rights”, posted on EEC’s website at [http://www.eec.state.ma.us/docs1/regs\\_policies/FiveRightsMedAdmin/The5RightsofMedicationAdminis.htm](http://www.eec.state.ma.us/docs1/regs_policies/FiveRightsMedAdmin/The5RightsofMedicationAdminis.htm) before administering any medication to a child. All educators, including those who do not administer medications, must receive training within 60 days of hire in recognizing the common side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program. Training in recognizing common side effects and adverse interactions can be achieved by completing the on-line training listed above. (This training is approved for 1 EEC Professional Development hour.)

Please note that in all cases where on-line training is required the educator must view and listen to the entire narrated power point presentation, complete all examination questions, and print and maintain the appropriate training certificate on file for review by EEC. In cases where in-person training is required the educator must attend the complete training and participate in all activities, evaluations and assessments as directed by the instructor, and maintain the appropriate training certificate on file for review by EEC.